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# The Development of a Student Handbook for the Argenta-Oreana Middle School

Michael Schmitz  
*Eastern Illinois University*

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THE DEVELOPMENT OF A STUDENT HANDBOOK  
FOR THE ARGENTA-OREANA MIDDLE SCHOOL  
(TITLE)

BY  
MICHAEL SCHMITZ

FIELD STUDY  
~~THESIS~~

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS  
FOR THE DEGREE OF

SPECIALIST IN EDUCATION

IN THE GRADUATE SCHOOL, EASTERN ILLINOIS UNIVERSITY  
CHARLESTON, ILLINOIS

1980  
YEAR

I HEREBY RECOMMEND THIS THESIS BE ACCEPTED AS FULFILLING  
THIS PART OF THE GRADUATE DEGREE CITED ABOVE

July 24 1980  
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ADVISER

July 24 1980  
DATE

DEPARTMENT HEAD

THE DEVELOPMENT OF A STUDENT HANDBOOK  
FOR THE ARGENTA-OREANA MIDDLE SCHOOL

BY

MICHAEL SCHMITZ

B.S. in Bus., SOUTHERN ILLINOIS UNIVERSITY, 1967

M.S. in Ed., SOUTHERN ILLINOIS UNIVERSITY, 1973

ABSTRACT OF A FIELD STUDY

Submitted in partial fulfillment of the requirements  
for the degree of Specialist in Education at the Graduate School  
of Eastern Illinois University

CHARLESTON, ILLINOIS  
1980 **395411**

The development of a student handbook for the Middle School students of the Argenta-Oreana School District was the object of this particular field study. The handbook previously used by the students was merely an overview of the rules and regulations and was definitely lacking in detail and explanation. Our high school has a student handbook, but the distinct differences between the operation of the high school and the middle school would not permit the use of the same handbook for both buildings. It was through experiences of my four years of employment as middle school principal, directives from the board of education, conferences with other principals, and requests from faculty members, that the eventual handbook was developed.

The creation of this handbook was brought about mainly through the desire of the school personnel to have a more detailed explanation of how the middle school functions. My main task was to create a handbook that would be easy to read and follow and also sufficiently describe the functions of the middle school. In addition to these activities, the purpose of this handbook was to make the transition from elementary school to middle school smooth and orderly. Likewise, I wanted to have a handbook that would answer most of the questions that parents and students generally ask about our school and its operation.

Also, we have many students who move into our district from neighboring communities. Many times our methods of operating a school are different from the manner in which the new students are familiar. Hopefully, this new handbook will allow these new students

to understand immediately the way our middle school will operate and what type of behavior we expect them to demonstrate.

Keeping these new factors in mind, I developed a handbook which describes the procedures used for the proper operation of the middle school and the responsibilities necessary for the students to be successful in our school. The major recommendation I would have is that the handbook be reviewed yearly and updated where necessary. Hopefully, a constant review of the handbook will help maintain an updated and useful instrument for both students and parents.

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## CHAPTER I

### INTRODUCTION

#### Statement of Approach to Development

It shall be the intent of this field study to use the experiences as principal of the Argenta-Oreana Middle School to develop a suitable handbook for use in that school district. The approach used in the development of this handbook was the utilization of information gathered in conferences with other principals and the superintendent of this school district, the use of directives from the local board of education, requests from faculty members, and the personal observations of this writer. By using the information gathered from the above sources, a suitable handbook could be developed to meet the needs of the school district.

#### Background and Need for Study

In searching for an appropriate topic on which to do a field study, the selection was limited to a topic and a area related to the position of middle school principal. It was determined that the district needed to develop a handbook for the parents and students who attend our school. The district had already developed a handbook for high school students, but a proper handbook has not been developed for the middle school.

Our middle school consists of grades 6-8. For our stu-



dents, the middle school is a new approach from five years in a self-contained classroom to a school day consisting of a departmentalized curriculum which involves a different teacher for each subject and the changing of rooms each period. This along with the many different activities available for the students plus the increased social changes, makes the middle school approach an entirely different and sometimes scary situation for our students.

The fact that our district is spread out and many of our students move in and out thru the course of the year makes it necessary for us to develop a proper handbook. Hopefully, the handbook will make the students and parents aware of the manner in which our school and the district operates. Individuals will be aware of our policy on curriculum, grades, absenteeism, discipline, insurance, and many other facets, that make our school operate smoothly.

Hopefully, the successful completion of this handbook will answer many of the questions that parents and students may have about our middle school. Likewise, it will make for a smooth transition into the middle school for our permanent students plus anyone who might move into our district during the school year.

In order to complete the handbook many of the policies and regulations that had been used over the years, but were not assembled in a packaged form were compiled. Also, the teachers were solicited for any items they felt should be

contained in our handbook. Finally, a check was made with neighboring districts and other junior high schools, to see what type of handbook they had for their students. After gathering information from all of these sources, a handbook was compiled to meet the needs of our district. There is nothing unique about this handbook except that it gives our district an instrument that was not before available.

The handbook presently used by the middle school students is very limited and is more a brief outlook of the rules and regulations used by the school district. The new handbook which is being developed contains much more detail and these new topics: length of the school day; office hours; program of studies; absentee and tardy policy; credit denial; policy for making up work; bus rules; dress and grooming; dismissal from class; emergencies when school is not in session; homework; honor roll; intramurals; insurance; lockers and locks; lost and found; money; report to parents; restrooms; social activities; study hall; sports; spectator bus; student records; telephone; and visitors. The high school has a handbook for its students but it would not be suitable for use at the middle school. There are too many differences in the make up and operation of the respective buildings which would not make it possible to use the same handbook.

This new handbook for the middle school students will be duplicated on a gestetner machine and put together before school starts. When the students come with their parents to

register for school in the fall, they will be given a student handbook which we will suggest be read by both the parent and the student. Likewise, any student entering school during the course of the year will be given a handbook to be read.

The main concern is that this handbook be useful to the needs of the people in our district. Hopefully, it will be reviewed each year and updated as the need may arise. If properly used and watched, this handbook will prove to be a useful tool for all who work or are associated with our district.

## CHAPTER II

### THE STUDENT HANDBOOK

ARGENTA-OREANA MIDDLE SCHOOL

STUDENT HANDBOOK

Michael Schmitz  
Principal

Phone 468-2121

Emil Morsch  
Ass't. Supt.

Phone 468-2412

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1. WELCOME

To each student, whether he is a new student or a veteran, we extend you a welcome.

We hope the days in Argenta-Oreana Middle School will be of value to you now and in your future. You are extended an invitation to seek help from us on any problem that you think would be of benefit to you and your school.

We would encourage each to accept the responsibilities, that you know to be yours, in making this year, and others to come, a success.

2. A-O MIDDLE SCHOOL  
SCHOOL CITIZENSHIP

In America the schools provide educational and cultural advantages unheard of in other countries. In appreciation of these privileges our first duty is to be good citizens at all times.

A school is judged by its students. All students should carry this thought with them at all times, and should respect the rights of others and discipline himself accordingly.

3. PROGRAM OF STUDIES

Sixth Grade: The following subjects will be taken by all students: Language Arts, Social Studies, Science, Math, Physical Education, Spelling, and Safety.

Seventh Grade: The following subjects will be taken by all students: Language Arts, Social Studies, Science, Math, Physical Education, Spelling, and Health.

Eighth Grade: The following subjects will be taken by all students: Language Arts, Social Studies, Science, Math, Physical Education, and 9 week units from the areas of Health, Consumer Education, United States and Illinois Constitution, and the World of Work.

4. GUIDANCE

The purpose of the guidance program is to help students with difficulties - education, personal or social. The student may get help from their favorite teacher, or by stopping at the guidance office. Just be sure to let us know if you need help.

5. THE SCHOOL DAY

The doors will be open for all students at 8:00 a.m. each morning. Doors are open for bus students upon arrival of the buses. Students are not to come earlier unless they have an appointment with a teacher. School will be dismissed daily at 2:21 for early bus riders; 2:30 for walkers; and 2:43 for the last bus riders, unless otherwise stated. All students are to leave the building immediately after dismissal, unless they have some activity sponsored by a teacher or have an appointment with a teacher.

6. OFFICE HOURS

School office hours are from 8:00 a.m. to 3:30 p.m., Monday through Friday. The office is open to students from 8:00 a.m. to 2:45 p.m.

PLEASE OBSERVE: Please try to avoid calling between 8:15 to 8:30 a.m. and 2:45 to 3:00 p.m., as these are the busy times because of student and teacher needs.



## 7. ABSENTEEISM & TARDINESS

Regular attendance and punctuality while in junior high school are important basic requirements toward the ultimate success of a boy or girl's junior high school career. Training toward responsible adult citizenship must necessarily include these two factors, along with all the academic and vocational training each receives.

We feel that it will be helpful therefore, if we explain to you how our system of handling absenteeism and tardiness, hoping that this early communication will avoid later misunderstanding.

### a. ABSENCES

There are always necessary reasons for a student to be absent from school, and we are in complete agreement that these do occur. When a student is absent, the student should bring with him or her upon returning to school, a WRITTEN EXCUSE from the parent or guardian, stating the cause of the absence. It may be that one of the parents would choose to call the middle school to report on an absence; in such cases we will accept the call in lieu of a written excuse; however, the call must come from one of the parents or guardian. Occasionally, the office may put in a call to your home to find out the cause of a student's absence. Please do not be offended at such a call.

We realize that sometimes parents do have to take trips during the school year and want to take their

children with them. Although we prefer that this not happen, we expect the student to notify all of his teachers before leaving to get all assignments, and have them COMPLETED upon his return to school.

b. TARDINESS

Being late without a reasonable excuse might be considered as lax training for adulthood. We realize that incidents occur, both at home and on the way to school, that are excusable, and all that we ask is a statement from the parent or guardian, that there is a justifiable cause. Failure to meet the bus is no excuse. The student's responsibility is to be waiting for the bus. The bus drivers have been instructed that they need not wait for the student.

Three (3) tardies to class, in a 9 week grade period, will result in one day of in-school suspension.

c. LAW DEMANDS ATTENDANCE: School Code (1963)

Sec. 26-1: "Whoever has custody or control of any child between the ages of 7 and 16 years shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session, during the regular school term."

Sec. 26-2: "Any person having custody or control of a child who is below the age of 7 years or above the age of 16 years and who is enrolled in any grades 1 through 12, in the public school shall cause him to attend the public school in the district wherein he resides when it is in session during the regular school term."

d. CREDIT DENIAL OR RETENTION FOR EXCESSIVE ABSENCES

At the elementary and middle school level, 40 or more days of absence per year for the middle school level and 45 or more days of absence per year for the elementary school shall be cause for retention.

For this purpose "absences" includes all absences, whether, or not excused, (except absences explained as necessary in a doctor's statement, health conditions determined by a doctor's statement, (i.e. hospitalization, allergies, asthma, etc.), pre-arranged family vacations, and all periods of suspension out-of-school.

e. ACTION TO BE TAKEN

Continued absence without excuse will be reported to the Truant Officer.

f. MAKING UP WORK

Generally a student sick for one day, should concentrate on getting well and feeling better. Therefore, requesting assignments prior to returning to school is discouraged. For longer periods of time we ask that a call is placed with the school office prior to 9:00 a.m. on the 2nd day, so the teachers can assemble the work and have it ready to go from the office at 2:30 p.m.

If assignments have not been requested in advance, it is the students responsibility to request the assignments. Two days are given for each day missed, in order to get work made up. If work is not made up, a zero will be given for the day or days missed. The responsi-

bility for making up the work should and must be initiated by the student.

g. LEAVING SCHOOL

Students leaving school during the day without a teacher in charge of them, must have permission from the office and then sign out. Students that do not receive this permission from the office will not be readmitted to school until a parent or guardian comes with them.

BUS RULES

The unit contracts for a fleet of buses to transport students to school. We would remind students that the driver has complete charge of the bus, and failure to cooperate could mean suspension from the bus. Riding the school bus is not guaranteed for students who violate the rules. The following rules have to be observed:

- a. Remain seated at all times while the bus is in motion and face the front. Do not change seats. When the bus door opens at railroad crossings, all talking must stop until the bus starts moving again.
- b. The use of profane or abusive language, throwing objects or fighting will not be tolerated on the buses.
- c. Students must board the bus at the stop designated for their area. Be at the bus stop on time and remain at the bus stop a reasonable length of time. Because of schedule variations beyond the control of the driver, the buses may be off schedule.

- d. If the bus does not arrive, it is the responsibility of the student to notify the school office.
- e. Any damages students do to buses, must be paid for by the student involved.
- f. Never use the rear "Emergency" exit on the bus unless a true emergency does exist. If a student does so, he will lose the privilege of riding the bus for a period of time.
- g. Failure to meet the bus is no excuse. The student's responsibility is to be waiting for the bus. The bus drivers have been instructed that they need not wait for the student.

9. CARE OF SCHOOL GROUNDS AND SCHOOL PROPERTY

We have had very little trouble with property being defaced or damaged by the student body. This is appreciated by all concerned. We would ask that any marking, loose seats, and other things of this nature be called to the attention of your teacher immediately. We want to keep things in good condition as we go from day to day.

10. CLOCK AND BELL SYSTEM

A bell is rung at the beginning and close of each class session and other activities. The teacher will dismiss each class after the bell. There is a three (3) minute interval between bells. A student should be seated in his class or study hall when the second bell rings. Remember the bell is for the teacher.

11. COURTSHIP

The relationship between boy friend and girl friend should not be on the emotional level. The same relationship should exist between boy friend and girl friend as between any other friend when at school. Do not go out of the way to arrange a special meeting between classes.

12. DISMISSAL FROM CLASS

If a teacher finds it necessary to dismiss a student from class because of disorderly conduct, he gives the student a pass to take to the office where he is interviewed by the principal. The student must report back to the teacher before leaving the building.

13. DRESS AND GROOMING

Personal appearance of students can reflect their attitude toward their school and toward life in general. Neat, well groomed students make everyone proud of their school. It is hoped that students of the Argenta-Oreana Middle School will continue to exhibit wisdom and taste in their grooming and dress. Below is a guide to assist in maintaining a wholesome appearance:

- a. Students should practice cleanliness and good hygiene at all times.
- b. No clothing should be worn that distracts from classroom work, school activities or creates a danger to health.
- c. Student clothing advertising alcoholic beverages, tobacco products or having "off color" remarks, will not be acceptable. Since the public schools are required

to teach the harmful effects of alcohol and drugs - it is inconsistent then to allow this type of display.

- d. Clothing should be appropriate school attire with the different articles worn being clean and neither too tight, too loose, too short, etc. The principal will be the final judge of whether clothing is inappropriate. If clothing worn to school is found to be improper, the student will be sent home to change.

#### EMERGENCY - SCHOOL NOT IN SESSION

In case of extreme weather conditions or other emergencies listen to station WSOY in Decatur between 6:00 a.m. and 8:00 a.m., for any changes in the school day. Once school has started, if any conditions would necessitate an early dismissal, we will notify the WSOY radio station. Do not call the school so that school telephones can be used for other communication.

#### FIRE DRILL

Fire drills will be conducted throughout each year. Class leaders should be appointed to close windows and clear out the restrooms. Students are expected to file out by instructions posted in each room and march in an orderly fashion to at least 50 feet from the building. After two minutes classes will be resumed.

#### HALL TRAFFIC

Please move from place to place during the break between classes. Do not plan to go to your lockers during class time. With exception of an occasional errand for a teacher, there

should be no hall traffic.

17. HEALTH - FIRST AID

A nurse from the Macon County Visiting Nurses' Association, will be in the district one day each week (Friday). Any student who has any problem concerning his physical or mental health, may call the Visiting Nurses' Association in Decatur.

Supplies for first aid are available in the office. Adequate first aid for your protection is provided until your family doctor can see you. NO medicine, including aspirin, will be distributed by the Argenta-Oreana Middle School. If a student needs to take medication, he or she must bring the medicine in a labeled container along with a statement from a parent or guardian, and leave it in the office.

All students who become ill at school and wish to lie down in the nurses' room, must be able to return to class within the hour after reporting to the office, or provision must be made for the student to go home. The school staff cannot offer bedside care to sick students. Our facilities are for emergencies only.

18. HOMEWORK

Students usually have enough work for 45 minutes of concentrated study each evening. They do not get it done in study-hall, usually. Any student getting less than A's or B's has homework. Homework is interpreted to mean "assigned or unassigned work to improve individual academic understanding."

19. HONOR ROLL

Any student who has an average of 4.5 or above, will be



listed on the High Honor Roll each nine weeks. Any student who has an average of 4.4 - 4.0, will be listed on the Honor Roll each nine weeks. Any student who has an average of 3.9 - 3.5, will be listed on the Honorable Mention list each nine weeks. Band, Chorus, and P.E. do not count on the grade average.

#### INSURANCE

School insurance may be purchased at the beginning of the school year and will cover most injuries on school property. You may inquire in the office for further information.

#### INTRAMURALS

Intramurals for the girls consist of volleyball in the Fall and softball in the Spring. For the boys, flag football in the Fall and basketball in the Winter.

#### LIBRARY

- a. All books and A.V. materials taken from the library must be checked out.
- b. A borrower may have 2 books, one periodical and one encyclopedia checked out at one time.
- c. Books are checked out for 3 weeks; these should not need to be renewed, in special cases permission may be granted by the librarian for renewal.
- d. Encyclopedia and periodicals are checked out for overnight use only.
- e. No fines are charged for overdue materials.
- f. A lost, or damaged book, is paid for by the borrower.
- g. Returned books are placed on the glass topped portion of the check-out desk.
- h. Reserved books may be had for the time limit set by the course instructor.
- i. All books for class use must be checked out by the

instructor and a list kept in the library.

- j. Audio-visual soft ware is listed in the card catalog beside the A.V. cupboards. These are for teacher use. The sign-out sheets are hanging inside each cupboard door. Please sign materials out and in to keep the records up-to-date.
- k. Vertical file materials are available by permission from the librarian.
- l. Audio-visual hard ware stored in the librarian's office may be used in the carrels, or checked out for classroom use by the teachers.
- m. Teachers may bring entire classes to the library for special projects. At these times other library users are asked to postpone their visit to the library until another time, and not interrupt the class in progress.
- n. Student librarians will be selected according to their interest and ability.
- o. Books and media will be selected according to the policies set up by the American Library Association.

#### LOCKERS AND LOCKS

Both are for your convenience. Lockers are provided for all students who attend the Argenta-Oreana Middle School. The number of lockers in the middle school is such that it may be necessary for some students to share lockers with someone else. Lockers should be kept free from waste paper and other trash, because the space is limited. Lockers are school property, district owned, therefore, they may be examined at any time by authorized personnel. Combinations are your private business, and any student trying other peoples combinations, run the risk of losing their own privileges. Most lockers have built-in combination locks and the combinations are changed each year to insure no student will know your combination. Do not share your combination with anyone. It is the responsibility of each student

to see that the lock is used to protect his personal belongings. Those students who are issued locks but loose or damage the lock, must pay a fee to replace the lock. The student is responsible for everything in the locker. The school provides locker space and we try to keep them in good repair. The school is not responsible for locker contents.

#### 24. LOST AND FOUND

Any articles that are found should be turned in to the office. Claims must be made in the office by the loser within two weeks. Lost articles may be on a table in the principal's office. If you loose something, first check your locker, classrooms you have been in, then check at the office.

If textbooks are lost, stolen, or damaged (other than normal wear and tear) the student will be required to pay for the cost of replacing the book. If at a later date the book is found, the student will receive a refund.

#### 25. LUNCH

Students may bring their lunch if they wish; however, a well balanced meal is served at low cost at the school cafeteria, and all students are urged to take advantage of the facilities offered. Students who bring their lunch must eat in the cafeteria.

Lunch tokens may be purchased in the gym before school starts on the first day of each week for those students who wish to eat a hot lunch. At this time the students may purchase as many tokens as they wish. The only other time a student may purchase a lunch token is during their lunch hour. Should a

student forget to bring lunch money or a sack lunch, he or she may charge for a lunch in the office. The student is expected to pay for the charge the very next day. If the student has to be notified more than three times to pay for a lunch charge, he or she will not be allowed to charge for the remainder of the school year.

#### MONEY

Students are asked NOT to bring large sums of money to school. If it is ever necessary to bring more than \$5.00 to school and it will not be paid out immediately upon arriving at school, please leave it in the office where you will be given a receipt. You may reclaim it when needed or when you leave school in the afternoon. NO MONEY WILL BE LOANED TO STUDENTS BY THE OFFICE.

#### PUPIL TEACHER RELATIONSHIP

Respect is the key to a good relationship with your teacher. Get off to a good start by having respect for your teachers' standards. In return your teachers will respect and help you. A school advances as its pupils achieve.

#### REPORT TO PARENTS

The junior high school year is divided into four parts. Report to parents are issued at the end of each nine weeks or four times a year. These cards, when taken home by the students, should be carefully examined by the parent. Grade cards will be given to the students at the end of the next week following the end of the quarterly period. Letter grades will be given as

follows: 93-100...A; 87-92...B; 77-86...C; 70-76...D; below 70...F; and - I...as incomplete. The mark "I" on a report card indicates that the work has not been satisfactorily completed. Unless the work is completed within a period set by the teacher, the incomplete grade will be changed to an "F" or failing grade.

#### Letter Grade General Meaning

- A - working continuously beyond requirement
- B - doing all required work well
- C - doing all required work
- D - produces work in spurts
- F - produces nothing

#### REST ROOM (use of)

There will be no rest room passes issued from class except in emergencies. Students are to use the rest room between classes, during P.E. classes, and noon hour. Between classes will offer enough opportunity for normal use of the rest room. Anything abnormal should be reported to the office.

#### RULES AND REGULATIONS (enforcement of)

When self-discipline fails, regulations for management of school behavior must be enforced by those directly responsible for the operation of the school. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards. The School Board of District #1 has this legal responsibility according to Illinois School Code.

"To be effective, a punishment (control measure) should be a logical consequence of the offense. It should be prompt. It should be applied consistently."

- a. School Detention: Students may be detained after school for up to 50 minutes as a disciplinary measure.
- b. Corporal Punishment: Corporal punishment, as a penalty for misbehavior, may be employed by school personnel, unless an individual parent or guardian submits a written request that corporal punishment not be administered to his/her child or children. If corporal punishment is imperative, it may be administered by the principal, assistant principal, or teacher in the presence of a witness (preferably the teacher involved), and administrator and/or another teacher, but not in the presence of other students.

All incidents of corporal punishment will be reported in writing to the Superintendent at the end of each monthly attendance period. The report will include the name of the student, the witness, and who administered the punishment.

#### SMOKING

Students are not to have cigarettes in their possession during the school day or at any school sponsored activity.

#### SOCIAL ACTIVITIES

##### a. OPEN HOUSE

Each year, a week is set aside in November, as National Education Week. Students are urged to

encourage their parents to attend this Open House since it provides an opportunity early in the school year for parents and teachers to become acquainted.

b. PROMOTION

A middle school student to be promoted to the next grade must maintain an average of "D" or above in all major subjects.

The school law of the State of Illinois determines that any student to be promoted from the 8th grade into high school, must pass the following tests: United States Constitution and the Illinois Constitution.

A middle school graduation exercise will be held to honor those students who are being promoted to high school. The program for the graduation exercise will be drawn up by the middle school administration.

c. SCHOOL DANCES

During the year there may be one or more dances for the middle school students. No students other than those attending this school in grades 6, 7, and 8 may attend.

INTERSCHOLASTIC ACTIVITIES (SPORTS)

Sports are extra-curricular activities which are for those boys and girls who wish recognition in a show of sportsmanship, muscular coordination, a will-to-win, and a well conditioned body within competitive contests.

To be eligible for any sports, a boy or girl must be able to meet the eligibility requirements set by the Illinois Ele-

mentary School Association posted in our school.

Before any boy or girl may participate in a sport, they must present to the school proof of a physical examination by a doctor, (this physical is valid for one calendar year from the date of the physical); and also show proof that they have school insurance or an insurance waiver.

Coaches will decide what individual awards will be given in each sport respectively.

Cheerleaders will be elected by the student body after tryouts in front of the students have been completed. Those receiving the largest number of votes will be the cheerleaders with the approval of the faculty.

Cheerleaders and athletes should set an example of loyalty, sportsmanship, leadership, and conduct which is becoming to your school, community, and yourselves.

a. Spectator Bus

This is a privilege and can be terminated at any time...students are expected to honor all regular bus rules that apply. Students are to be at the school ready to leave 10 minutes prior to departure time as posted; the bus will leave promptly. Sit in the same seat going and coming, so it is easy to know who is missing. Sorry, no yelling or singing in the bus. Arrange for pick up at school. (A token fee will be charged for riding the school bus).

Any student going to a school sponsored event on a school bus must return on that bus. If the parent of the student requests in person from the principal



or the teacher in charge the student may be allowed to go home with his parents. A student can bring a written note from his parents requesting permission to go home with someone else, but this note will not be honored unless it is confirmed by a phone call from the parents.

#### STUDENT RECORDS

The type of information contained in student permanent records will be:

- a. Basic identifying information including:
  1. Student and parent names and addresses.
  2. Birthdate - place and gender.
- b. Academic record
- c. Attendance record
- d. Health record
- e. Record of release of record information
- f. Emergency card information; such as emergency address, telephone number and doctor.

The type of information contained in student temporary records will be:

- a. Family background information
- b. Intelligence test scores, both group and individual
- c. Aptitude test scores
- d. Achievement level test results
- e. Teacher anecdotal records
- f. Disciplinary information

Parents have a right to inspect records by calling the

office and asking for the proper form to fill out and arrange an appointment with the record custodian, usually the counselor or the principal. Copies may be requested by the parent, of any material in the records, and charged at the standard rate per sheet.

The content of the school student record may be challenged by placing in writing (using proper form) the items of concern, with an explanation of what is being challenged, why, and what the suggestion is to remediate the situation. The request is to be brought to the attention of the record custodian.

Other school personnel within the district that are involved with the student and need the information, have access to the records without parental consent. The contents of the school student records will be kept on file until the date that the student would have graduated from high school. They will then be destroyed, except for student name, address, grades attended, and date of completion in 8th grade.

A listing of directory information, such as name of student, parents name, address and telephone number will be made available to authorized school organizations only as needed. If the parent does not wish to have their name listed, they must indicate this in writing to the principal's office prior to July 1 of each year.

#### STUDY HALL

When students are not in class they are expected to spend their time in the study hall. This is not a place to visit, but rather a place to work assignments by teachers. All students

are requested to bring books to study hall with them (text-books or workbooks).

### 3 TELEPHONE (use of)

The telephone is to be used for business only. If it is necessary for parents to call, please have them do so when you are in study hall in order to reduce disturbance. No student will be called out of class in order to speak over the phone, except in cases of emergency. The secretary will take the message and relay it to the student at the end of the class period. The phone should be used only at noon, before, and after school with the permission of someone in the office.

### VISITORS

Visitors are always welcome at the middle school, particularly parents of the students. Courtesy is expected of all students to visitors to our schools. However, confusion in the classroom during class time must not occur. All visitors must report to the office upon entering the building. Limited space will not permit other children to visit our classrooms.

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